

Question and Answers for Solicitation No. PR-HQ-04-10343

Updated: 28 April 2004

**SCROLL TO BOTTOM OF DOCUMENT FOR NEW QUESTIONS AND ANSWERS**

Question 1:

Page 1 of the Solicitation, Offer and Award sheet. Item 9 - Submission time: until 4:00 am on 4/21/204 ?

Answer:

The correct Time and Date is 4:00 PM on 4/21/04. This will be corrected via Amendment No. 1 to the solicitation.

Question 2:

Page L-13 of 25, 4. Equipment - Offerors must demonstrate that they can provide sufficient quantities of al(1) the response equipment and materials listed in section B to perform cleanup services for, at a minimum ten (10) concurrent removal actions in Puerto Rico and the U.S. Virgin Islands. This is contradictory to what is written in Page L-5. Same happens with Response Managers.

Answer:

The correct number is three (3) concurrent removal actions in Puerto Rico and the U.S. Virgin Islands. This change will be made via Amendment No. 1 to the solicitation.

Question 3: Page L-24 of 25, Section L.20: An offeror shall not receive an award under this solicitation if it is determined that an offeror, at the time of award of this contract, is a Region 2 START contractor or proposes to use a current Region 2 contractor or subcontract. Should it says "An offeror shall not receive an award under this solicitation if it is determined that an offeror, at the time of award of this contract, is a Region 2 START contractor or proposes to use a current **START** Region 2 contractor or subcontract?

Answer:

Provision L.20, entitled "PROHIBITION OF SUPERFUND TECHNICAL ASSESSMENT AND RESPONSE TEAM (START) CONTRACTORS FROM CONTRACT AWARD," will be deleted via Amendment No.1 to the solicitation.

Question 4: We assume that the following statement from Section L.2(a) is incorrect: "Submission of cost or pricing data is not required.

Answer:

Submission of cost or pricing data as defined by FAR 2.101 is not required. However, cost or pricing data should be submitted in accordance with the Section L provision entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS (EPAAR 1552.215-73) (AUG 1993) DEVIATION"

Question 5: Sections L.9 and L.12 present two different sets of proposal instructions. Which instructions should we follow?

Answer: Offerors should follow the instructions in L.9 of the solicitation. L.12 will be removed via Amendment No. 1 to the solicitation.

Question 6: Although the instructions do not specify a two-volume response, we assume that the technical proposal and cost proposal must be in separate volumes. With that assumption, which volume (technical or cost) should contain our response to the instructions in L.10 (COI Plan) and L.11 (Green Accommodations)?

Answer: Offerors should respond to the instructions in L.10 (COI Plan) and L.11 (Green Accommodations) in their technical proposal.

Question 7: When do we have to (s)end the Past Performance Questionnaire to our references? Do we have to send a copy with the proposal?

Answer: Offerors should only mail out the Client Authorization Letters, not the Past Performance Questionnaire. As stated in paragraph (e) of Provision L.13 entitled "PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) (OCT 2000)," "Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference listed in their proposal." Paragraph (e) (2) states "Client Authorization Letters should be mailed or E-mailed to individual references no later than five (5) working days after proposal submission. The offeror should forward a copy via E-mail of the Client Authorization Letter to the contracting officer simultaneously with mailing to references."

#### **Additional Questions and Answers as of April 22, 2004:**

Please note that some questions have been rephrased, but their significance has not changed.

Question 1:

Is it OK if charts, graphs, matrices, and resumes are single-sided?

On page L-12 of 25, the last paragraph in L.12 (2) it states that "Two-sided" printing is required.

Answer:

Provision L.12 has been deleted since it was a duplicate of provision L.9. Provision L.9 also requires "two-sided" printing. Offerors should make documents "two-sided" to the greatest extent possible.

Question 2:

On Page L-4 A.1, 4th paragraph the RFP asks to present a corporate health and safety program and implementation.

(Do offerors) need to submit entire H&S plans, or, do (offerors) need to

submit just an overview of the plan?

Answer:

Offerors should submit their corporate health and safety program in its entirety.

Question 3:

Is it OK to submit information in a font other than 12 point if doing so would be difficult? (Question rephrased).

Answer:

Offerors should utilize 12 point to the greatest extent possible, as required by the solicitation.

Question 4:

The RFP states only 12 pitch/point font may be used. Does this include graphics (ie., site maps, charts, tables, etc.). If so, I would think it would make many of the graphics not only very large (11x17) but also very difficult to read. Would the government consider reducing this to a smaller size specifically for graphics only?

Offerors should utilize 12 point to the greatest extent possible, as required by the solicitation. However, offerors may submit graphics in a font size no smaller than 9 point if not doing so would distort the graphics of the proposals.

Question 5:

Is a Subcontracting Plan required (Ref: L-19)?

Answer:

No. This will be addressed in Amendment No. 2 to the solicitation.

Question 6:

When can we expect Amendment 2 to be posted?

Answer:

Amendment No. 2 to the solicitation should be issued on either April 22<sup>nd</sup> or April 23<sup>rd</sup>, 2004.

#### **Additional Questions and Answers as of April 23, 2004:**

Question 1:

With the issuance of Amendment # 1, does this now mean that the offeror is not required to provide a COI with the proposal?

Answer:

Amendment No. 1 to the solicitation DID NOT delete Provision L.10 entitled "PROPOSAL INSTRUCTIONS-COI PLAN." Therefore, offerors are still required to provide a COI plan with the proposal.

Question 2:

With the issuance of Amendment #1 does the offeror still have to submit current financial statements, balance sheets, cash flows for the past two years etc. or follow the requirements stated in the General Pricing Proposal Instructions found on page L-20?

Answer:

Amendment No. 1 to the solicitation deleted Provision L.12 entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS." Amendment No. 1 to the solicitation DID NOT delete Provision L.9 entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS (EPAAR 1552.215-73) (AUG 1993) DEVIATION. Offerors should follow the instructions in Provision L.9.

Question 3:

Can you please clarify what EPA wants to see regarding References requested in support of the descriptions of the abilities of Program managers (including alternates) and Response managers? Client references? Personal references?

Answer:

The second paragraph of Section (a)(2)(C)(2) of Provision L.9, RESPONSE MANAGERS (KEY PERSONNEL), states "Offerors shall provide a resume for each person describing how they meet the requirements of the position as set forth in Attachment 4 of the RFP. Resumes shall describe on-site experience including time frame, name of employer, accomplishments and references." These "references" should be knowledgeable of the Response Manager's ability to meet the requirements of the position as set forth in Attachment 4.

Question 4:

(Should offerors) provide one (1) original and five(5) copies of the entire Health and Safety program? Or, do you want just one (1) copy?

Answer:

Part A.2 of Provision L.9 states "Technical proposals must be submitted in an original and five (5) copies." The health and safety program is part of the Management Approach of the technical proposal.

#### **Additional Questions and Answers as of April 26, 2004:**

Question 1:

ODC's that are considered as Non-allowable appear to include levels of protection including D, C, B and A. Can you please confirm that these are non-

allowable costs that must be built into the labor category fixed rates?

Answer:

PPE listed in B.4 E. entitled "OTHER DIRECT COSTS," cannot be billed as direct charges to the contract as ODCs, but can be recovered as part of your fixed labor rates.

Question 2:

Can you please clarify whether you are expecting the Hourly fixed rates for personnel should be based upon using the Bacon-Davis Rates or should we use other rates only to have these rates modified at some point in the future when EPA designates a specific Task Order as 'Construction'?

Answer:

Hourly fixed rates for personnel should be based on the appropriate Service Contract Act wage determination for applicable labor categories. Davis-Bacon wage determinations will be used for tasks identified as "construction" by the On-Scene Coordinator or Contracting Officer as defined in FAR 22.401. Please refer to the instructions provided in Provision L.9(b) entitled "Cost or Pricing proposal instructions."

Question 3:

Can you please clarify what work will be considered as 'Construction' by EPA that may require the Bacon-Davis rates to become applicable and require a negotiated modification of filed labor Fixed Labor Rates?

Answer: See answer to Question #2.

Question 4:

Equipment Fixed Rates to be provided are required to include all transportation costs be built in. It is probable that in some of the smaller islands covered by the geographical boundaries of this solicitation that some equipment may not be available locally and will require said be transported, probably by sea, to accomplish work required. Will EPA agree to pay for shipping of equipment by sea if necessary as a separate direct cost on a Task Order by Task order basis if the contractor can demonstrate that all reasonable attempts have been made to secure the required equipment locally but to no avail? Or Can (the offeror) supply alternate pricing for equipment that has a different fixed daily rate that includes sea borne transportation costs that can be used as required?

Answer:

Fixed equipment rates must be inclusive of transportation costs. See B.4(D) entitled "EQUIPMENT." Offerors shall not submit alternate pricing.

**Additional Questions and Answers as of April 28, 2004:**

Question 1:

How many copies (original and ? copies) are required for the Cost Volume?

Answer:

One (1) original and two (2) copies (see Amendment No. 3 to the solicitation)

Question 2:

Are there any requirements for electronic versions of any of the proposal documents?

Answer:

No. However, offerors can submit their information in electronic format in addition to the required hard copies, if possible.

Question 3:

Was the CLIN # 0001 (RCMS 5-10-01) for the Program Manager for 500 hours intentionally deleted from the pricing sheets?

Answer:

Yes.

Question 4:

Equipment Fixed Rate Pricing is requested based upon the number of days provided but should also include all transportation costs. In order to provide the Government with the best pricing, the number of transportation events is not clear. Each piece of equipment may be required on one event in a 5 year period, 10 or 20. In order to compare pricing on an 'apples to apples' basis how many transportation events should we assume for each piece of equipment to enable us to provide the requested Fixed Unit Costs?

Answer:

The nature of the requirements do not allow us to estimate such events. Under the current contract, 7 task orders have been issued for work in Puerto Rico, two for work in St. Croix, and one for work on St. Thomas. None of this work has required the seaborne shipping of equipment.

Question 5:

Apart from the address provided is there a named individual that we should address our proposal to?

Answer:

Tanya Hoston

**Please continue to check the EPA website for any other questions or amendments.**

